



August 07/2009

VIA E-MAIL

Invoice Deadline Extension Request
Schools & Libraries Division – Correspondence Unit
100 South Jefferson Road
P.O. Box 902
Whippany, NJ 07981

INVOICE DEADLINE EXTENSION REQUEST

The Presidio Corporation is hereby submitting this formal request for an Invoice Deadline Extension.

1. **Contact Person Name: Darci Taylor**
2. **Contact Information (including e-mail address): 301-313-2114 – dtaylor@presidio.com**
3. **Form 471 Application Number: 479810**
4. **Funding Request Number (FRN): 1335288 Webb Consol Indep School District**
5. **Service Provider Name: The Presidio Corporation**
6. **Service Provider Identification Number: 143015315**
7. **SLC Invoice Number (if known):**
8. **Amount of Invoice: \$18,431.51**
9. **Reason for Invoice Deadline Extension Request: Billing error**

The final stage of this order was entered into our system to be billed to the School only. This was an error on our part that was not discovered until today.

The Presidio Corporation is a small business, and has already paid all vendor invoices for this project – it is important that we are able to receive reimbursement for the goods and services delivered to the applicant school. All of the necessary documentation has been obtained and the invoice is ready to be submitted, pending your approval. We respectfully ask that you grant this request for extension to allow us to submit the invoice with the proper documentation.

Thank you for your time and attention to this request for Invoice Deadline Extension. If there are questions, or should you require additional information, please contact me.

Most sincerely,

Darci

Darci Taylor
Federal Collection Analyst
301-313-2114 (v)
301-313-0825 (f)